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The Child Care Food Program Guide For Outside-School-Hours Care Centers

United States Department of Agriculture ^{NON 20 '87} Food and Nutrition Service Washington, D.C. 20250
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CURRENT SCHOOL RECORDS

The Child Care Food Program (CCFP), administered by the U.S. Department of Agriculture, provides nutritious meals to children in nonresidential outside-school-hours care centers, child care centers, and day care homes throughout the country. It also introduces young children to many different types of food and helps teach them good eating habits. This guide outlines the requirements for operating an outside-school-hours care center.

WHAT IS AN OUTSIDE-SCHOOL-HOURS CARE CENTER?

It is a public or private nonprofit center, or a proprietary Title XX center with at least a 25-percent enrollment of Title XX beneficiaries, which is licensed or approved to provide care to school children away from home outside of school hours. Outside-school-hours care centers may participate in the CCFP independently or under a sponsoring organization that accepts final administrative and financial responsibility for the program. However, public and private nonprofit outside-school-hours care centers cannot participate in the program under a proprietary sponsoring organization. Your center must be organized to provide child care services, and must be distinct from a school's extracurricular programs for scholastic, cultural, or athletic purposes.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

To be eligible, your center must be public or have tax-exempt status under the Internal Revenue Code of 1954, or must have applied to the Internal Revenue Service (IRS) for tax-exempt status at the time you apply to the Child Care Food Program. If your institution takes part in other Federal programs for which it needs nonprofit status, it already meets this requirement. Local IRS offices can provide information on how to obtain tax-exempt status. Private centers in which at least 25 percent of the enrolled children are Title XX beneficiaries need not obtain tax-exempt status. Your center must also be licensed or approved to provide child care services. Your administering agency can provide information on how to obtain licensing or approval. You may not provide child care services 24 hours a day to the same child.

WHO CAN PARTICIPATE?

Children 12 and younger are eligible to participate in the program, except that the age limit is 15 years for children of migrant workers. People who are physically or mentally handicapped can participate regardless of age, if they receive care at a center where the majority of the enrollees are 18 or under.

WHAT ARE THE MEAL SERVICE REQUIREMENTS?

To be eligible for reimbursement, your outside-school-hours care center must serve meals that meet the program's meal pattern requirements. These requirements help to ensure that all meals will be nutritious and well balanced.

You may serve breakfast, a snack, and supper to enrolled children outside of school hours. With the permission of the administering agency, you may serve lunch on weekdays to enrolled children attending a school that does not offer a lunch program. Also, you may serve lunch to all enrolled children during periods of school vacation, weekends, and holidays. However, no child may receive more than three meals per day. If you serve three meals, at least one must be a snack. (The food chart on page 7 lists the minimum requirements for each meal.) You must operate during the week in order to be approved for weekend meal service.

ARE THERE SPECIFIC TIMES I MUST SERVE MEALS?

You must serve meals at regularly scheduled times each day. If there are changes in the schedule of the meal service(s), you must notify your administering agency in order to comply with CCFP regulations. There must be at least 3 hours between the beginning of one meal (including snacks) and the beginning of another. If no afternoon snack is served, there must be at least 4 hours between the service of lunch and supper.

The service of lunch or supper cannot last for more than 2 hours. Breakfast and snack service is limited to 1 hour. Supper can begin no later than 7 p.m. and must end no later than 8 p.m.

MAY I SERVE SECOND MEALS?

Do not plan to serve seconds. Meals should be prepared or ordered with the objective of serving only one to each child at each meal service. Even with good planning, you can sometimes be left with extra meals. Occasionally, you may serve them as second meals to enrolled children and claim them for reimbursement. However, the administering agency may determine on a case-by-case basis whether to reimburse these meals. It is important to plan meal preparation or order meals carefully to avoid or minimize extra meals.

Sometimes, excess meals may be refrigerated and served the following day. However, this may make meals less appealing, and serving leftovers can be risky even if you have good storage facilities. Again, you should try to avoid excess meals by planning and managing carefully.

WHAT IF MEALS ARE DELIVERED?

You may have meals prepared and delivered by a school food service facility or a food service management company. In these cases, you must keep some additional records.

Each meal delivery must be accompanied by a receipt. Before you accept any delivery, you should count the number of meals that were delivered.

In addition, you should check for incomplete meals, inadequate portion sizes, and spoiled meals. If the number of meals delivered is incorrect, or if incomplete, inadequate, or spoiled meals are delivered, write the problems on the receipt and immediately contact the appropriate agency or individual. If you find there are no problems with the number or quality of the meals delivered, you should sign the receipt and indicate the time of delivery. A copy of each signed delivery receipt must be maintained with the other CCFP records.

MAY I SERVE MEALS TO ADULTS WHO ARE WORKING WITH THE CCFP?

Your administering agency can give you more information on this matter.

WHAT REIMBURSEMENT WILL I RECEIVE?

The Child Care Food Program provides financial assistance so you can provide nutritious meals to children enrolled in your care. In general, program payments are limited to the number of meals served to enrolled children multiplied by the appropriate rates of reimbursement. Some State administering agencies may base reimbursement on the maximum rates or actual costs, whichever is less. The rate of payment varies, according to the family size and income of children participating in the program. There is a higher reimbursement rate for needy children.

CAN I RECEIVE ADVANCE PAYMENTS?

Outside-school-hours care centers that participate in the program are eligible to receive advance payments. These funds are available to help pay for expenses centers incur before receiving reimbursement for the month. You may choose to receive all or part of the advance payments that you are eligible for, or you may choose not to receive advance payments.

CAN I RECEIVE USDA COMMODITIES?

Commodities or cash in lieu of commodities are available to outside-school-hours care centers as an additional program benefit. Commodities are foods that are in surplus supply around the country and that are purchased by USDA. Centers that choose cash in lieu of commodities may receive the cash value of the commodities as additional reimbursement for each lunch and supper served. Interested centers will receive more information on this option at the time they apply for the program.

WHAT RECORDS MUST I KEEP?

You are required to keep records of the following: the numbers of each meal (breakfast, lunch, supper, snacks) you serve to enrolled children at each meal service, daily attendance at the center during each meal service, daily menus for each meal type you serve that clearly

show each food item, the number of complete second meals you serve to enrolled children (when you serve second meals, this figure must be recorded separately from the other meals you serve), and some program cost records. You must also keep records that document the enrollment of all children including family size and income statements for children in the free and reduced-price categories. The administering agency may require other records.

WILL I RECEIVE HELP FROM THE ADMINISTERING AGENCY?

The administering agency provides outside-school-hours care centers with help and advice on operating the program. This includes training, written guidance in the form of handbooks, nutrition information, menu planning guides, recordkeeping instructions, and training on managing CCFP funds.

The administering agency will also help you train food service staff to meet CCFP requirements. Training should include information on: meal pattern requirements, types of meals the center will serve, number of meals the center will serve, times the meals will be delivered (if applicable), types of meal service records the center must keep, people to contact when problems arise, and proper health and sanitation techniques to be used in storing, preparing, and serving meals.

WANT ADDITIONAL INFORMATION?

In most States, the CCFP is administered by the State Department of Education. In States that do not administer the program, FNS Regional Offices operate it directly. For additional information, contact your State Department of Education, or write to the appropriate FNS Regional Office below:

Northeast Regional Office, FNS, U.S. Department of Agriculture, 33 North Avenue, Burlington, Massachusetts 01803

(Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont)

Mid-Atlantic Regional Office, FNS, U.S. Department of Agriculture, Mercer Corporate Park, Corporate Boulevard, CN 02150, Trenton, New Jersey 08650

(Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Puerto Rico, Virginia, Virgin Islands, and West Virginia)

Southeast Regional Office, FNS, U.S. Department of Agriculture, 1100 Spring Street N.W., Atlanta, Georgia 30367

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee)

Midwest Regional Office, FNS, U.S. Department of Agriculture, 50 E. Washington Street, Chicago, Illinois 60602

(Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin)

Southwest Regional Office, FNS, U.S. Department of Agriculture, 1100 Commerce Street,
Room 5-C-30, Dallas, Texas 75242

(Arkansas, Louisiana, New Mexico, Oklahoma, and Texas)

Mountain Plains Regional Office, FNS, U.S. Department of Agriculture, 2420 West 26th
Avenue, Room 430D, Denver, Colorado 80211

(Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South
Dakota, Utah, and Wyoming)

Western Regional Office, FNS, U.S. Department of Agriculture, 550 Kearny Street, Room
400, San Francisco, California 94108

(Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, the
Commonwealth of the Northern Mariana Islands, Oregon, the Trust Territory of the
Pacific Islands, and Washington).

The CCFP is available to all eligible children regardless of race, color, national origin,
sex, or handicap. If you believe that you have been treated unfairly in receiving food
services because of race, color, national origin, sex, or handicap, write immediately to
the Secretary of Agriculture, Washington, D.C. 20250. More information may be
obtained from the Office of Equal Opportunity, USDA, Washington, D.C. 20250.



**FOOD CHART FOR CHILDREN
OUTSIDE-SCHOOL-HOURS CARE CENTERS**

FOOD COMPONENTS	AGES 1 UP TO 3 YEARS	AGES 3 UP TO 6 YEARS	AGES 6 UP TO 12 YEARS ¹
BREAKFAST			
Milk, fluid ²	1/2 cup	3/4 cup	1 cup
Juice or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
Bread and/or cereal, enriched or whole grain ³			
Bread	1/2 slice	1/2 slice	1 slice
Cereal			
Cold dry	1/4 cup or 1/3 ounce	1/3 cup or 1/2 ounce	3/4 cup or 1 ounce
Hot cooked	1/4 cup	1/4 cup	1/2 cup
MID-MORNING OR MID-AFTERNOON SNACK			
(Select 2 of these 4 components)			
Milk, fluid ²	1/2 cup	1/2 cup	1 cup
Meat or meat alternate	1/2 ounce	1/2 ounce	1 ounce
Juice or fruit or vegetable	1/2 cup	1/2 cup	3/4 cup
Bread and/or cereal, enriched or whole grain ³			
Bread	1/2 slice	1/2 slice	1 slice
Cereal			
Cold dry	1/4 cup or 1/3 ounce	1/3 cup or 1/2 ounce	3/4 cup or 1 ounce
Hot cooked	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
Milk, fluid ²	1/2 cup	3/4 cup	1 cup
Meat or meat alternate:			
Meat, poultry, or fish (cooked) ⁴ or	1 ounce	1-1/2 ounces	2 ounces
Cheese or	1 ounce	1-1/2 ounces	2 ounces
Egg or	1	1	1
Cooked dry beans or peas or	1/4 cup	3/8 cup	1/2 cup
Peanut butter	2 tablespoons	3 tablespoons	4 tablespoons
Vegetable and/or fruit ⁵ (to total)	1/4 cup	1/2 cup	3/4 cup
Bread, enriched or whole grain ³	1/2 slice	1/2 slice	1 slice

¹ Children 12 years and older may need larger quantities of these foods.

² Includes whole milk, low fat milk, skim milk, cultured buttermilk, or flavored milk made from these types of fluid milk which meet State and local standards.

³ Or an equivalent serving of an acceptable bread product made of enriched or whole grain meal or flour, or enriched or whole grain

rice or pasta. See listing in FNS-64, A Planning Guide for Food Service in Child Care Centers, for serving sizes of acceptable bread/bread alternates.

⁴ Cooked lean meat without bone.

⁵ Must include at least two kinds.

